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# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G



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10 April 1969

To: All Training Officers of the Agency

## READING IMPROVEMENT

FOR

All Agency employees whose major duties involve large amounts of reading material.

### HEADQUARTERS

DATES

28 April - 28 May - Monday and Wednesday  
OR

29 April - 29 May - Tuesday and Thursday

TIME

0830 - 1030 hours

PLACE

Balcony in the South Cafeteria

### ROSSLYN

DATES

2 June - 2 July - Monday and Wednesday

TIME

0830 - 1030 hours

PLACE

1216 A Ames Building

### REGISTRATION

Because enrollment is limited to 22 in each course, the following quotas have been established: O/DCI - 2; DDI - 5; DDP - 5; DDS - 5; and DDS&T - 5. The Form 136 "Request for Training at Non-Agency Facility" should be submitted as soon as possible to the Senior Training Officer in each Directorate who will determine priorities and forward the appropriate number for each course to TR/ISS/AIR, Room 835 Glebe by 23 April for the April-May courses and 19 May for the June-July course.

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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OBJECTIVES

1. Develop a more organized and effective approach to job-related reading.
2. Improve comprehension
3. Increase reading speed
4. Increase recall

Classes are kept small in order to allow for individual instruction and students are expected to practice at home and at work between sessions.

COST

The cost of approximately \$45 per student is assumed by the sponsoring office. Since the full price is charged after the first session, it is imperative that only those certain to complete the course be selected to attend. Because of the nature of the course, no substitutions can be made after the first day.

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ADDITIONAL  
INFORMATION

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For information on course content call [REDACTED] on extension [REDACTED] on registration procedures call TR/ISS/AIR, extension [REDACTED]

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NOTE

These will be the last Reading Improvement Courses scheduled until September. In the fall classes will probably be held at 1000 North Glebe Road.

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